Notes for hosting a webinar at NEFSC and announcing through NOAA's OneNOAA Seminar

1) The NEFSC localonly page has comprehensive directions for hosting a webinar. The directions are found at localonly.wh.whoi.edu. Click on "Computing" then "Webinar Hosting Instructions".
   a. It's helpful to print them out (even though it's not green). You can write the connection license, password, and teleconference information (number, participant code, leader code) on the front page and bring it with you to the conference room. It's really handy to have.

2) Follow the instructions for "Scheduling and Adobe Connect Meeting".
   a. You need to do this before you post on OneNOAA.

3) When you fill out the Adobe Connect form:
   a. Use something descriptive for the URL. These will help the participants to find the webinar.
   b. Use a short summary. Something like "NEFSC Seminar by Dr. Who Me"
   c. The start time should be about 15 minutes before the seminar starts and set the duration longer than the scheduled time. These should bracket the actual seminar.

4) When you are finished with the form, before you exit Adobe Connect, highlight the "Meeting Information". You can copy and paste this into an event you create in Google Calendar. If you requested an e-mail, you can use that information.
   a. Some of the information is superfluous, and the time zone will be incorrect. Just leave it. You will correct these in the announcement.

5) Posting to NOAA's OneNOAA Seminar
   a. In your Google Calendar, you need to have access to "NOAA – HQ – Science Seminar Series".
      i. E-mail Tracy Gill (tracy.gill@noaa.gov) and/or Hernan Garcia (hernan.garcia@noaa.gov) to let them know that you would like to post a seminar. They will give you access.
   b. Create an event at the time of your seminar.
   c. Put the title of the seminar in the event "name" (the top box). It's helpful to have a short title, as this will be what everyone sees on Google calendar.
   d. In the Description box, use the template below. Hernan likes to have a consistent format, so use the template. Items in bold are included. Section 6) is an example.

      OneNOAA Science Seminar Series

      Speaker: Name and affiliation

      Sponsor: Sponsor of the seminar. **Point of contact:** Name and e-mail of POC.

      Where: Location of the seminar. If remote access is available include **Remote access login info is below.**

Remote Access Info: Include the Adobe Connect URL and meeting name. Include the teleconference numbers and participant codes. You should specify the times of the seminar, even if you set up times that are before and after the actual seminar. Otherwise you will have participants trying to log on before the seminar starts and you may end up losing them. For some reason Adobe Connect sets the time zone to Pacific Time. Make sure you have the correct time zone.

Abstract: Abstract for the seminar. Make it concise.

About the Speaker: 1-2 sentences about the speaker.

(Speaker name, affiliation) In parentheses repeat the "Speaker" information.

6) Google Calendar example

OneNOAA Science Seminar Series

Speaker: Dr. Chris Taylor, NOAA's National Centers for Coastal Ocean Science, Beaufort, NC.

Sponsors: Joint Woods Hole Oceanographic Institution (WHOI) and NOAA Northeast Fisheries Science Center (NEFSC) Seminar. Point of contact is michael.jech@noaa.gov

Where: NEFSC Stephen Clark Conference Room. Remote access login info is below.

Remote Access info: Meeting Name: NEFSC-WHOI Seminar 3
URL: https://noaast.adobeconnect.com/nefsc-whoi-seminar3/
Teleconference No: 866-836-6169 (toll-free, US) or +1 203-566-4221 (toll, outside US)
Participant Code: 5443237

Abstract: Reef fish distributions are patchy over time and space, intimately linked to biological interactions and geomorphology of the seascape. Identifying biological hotspots such as fish aggregations in these ecosystems is a top priority for coastal fisheries managers. Visual and optical methods provide the highest level of detail on benthic habitats and the fish communities, but are limited by many factors including inefficiencies in covering large areas at fine spatial resolution. Fishery and multibeam sonars are used to rapidly surveys large areas, providing multiple layers of inference on the seafloor types and distribution of fish biomass in the watercolumn. We are beginning to address some challenges in acoustic surveys such as species classification in reef systems as well as detection of fishes over rugged seafloors. Maps of acoustically derived fish density show distribution patterns relative to management zones and have been used to infer potential boundary effects in existing marine protected areas. Similar to reef fish visual census studies, our habitat use and distribution models have confirmed the importance of seafloor structure in explaining the distribution of acoustically derived fish biomass. Integrated acoustic surveys are filling gaps in living marine resource assessments in coral reef systems and enhancing data support tools used by managers in ecosystem management and marine spatial planning.

About the Speaker: Dr. Taylor is an ecologist at NOAA's National Centers for Coastal Ocean Science (NCCOS) at the NOAA Beaufort Lab using acoustic and optical methods to study reef fish

(Dr. Chris Taylor, NOAA's National Centers for Coastal Ocean Science, Beaufort, NC.)

7) At the bottom of the posting, change the Visibility to “Public”. That way Tracy or Hernan can get to the posting

8) Under the dropdown menu “More Actions”, select “Copy to NOAA-HQ-Science Seminar Series”.

9) E-mail Tracy Gill (tracy.gill@noaa.gov) and/or Hernan Garcia (hernan.garcia@noaa.gov) that you have posted the seminar. They may modify the content, but you should be all set!